

**St. Anne’s CE Primary and Nursery**

**Teaching Assistant**

**Job Description**

**Job Purpose**

To contribute to the delivery of the national curriculum and provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes;

To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also to deliver learning to individuals, small groups and whole classes as and when required;

To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

**Duties and Responsibilities**

Support for Pupils, Teachers and the Curriculum

* Plan, prepare and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual pupils;
* Assess, record and report on development, progress and attainment as agreed with the teacher;
* Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
* Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focussed personalised provision as required;
* Select and adapt appropriate resources/methods to facilitate agreed learning activities;
* Ongoing guidance and support of pupils in their social development and their emotional well-being, reporting problems to the appropriate person;
* Supply specialist support with direction and guidance from teaching staff, allowing pupils to access the curriculum and participate fully in school activities.

Enhanced Teaching Assistants are expected to undertake at least one of the following:

1. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties;
2. Provide specialist support to pupils where English is not their first language;
3. Provide specialist support to gifted and talented pupils;
4. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

(Staff must demonstrate specialist skills relevant to their role in (a-d) above)

* Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists;
* Provide short term cover of classes on a regular timetabled basis. The minimum expectation on a weekly basis would be to cover half a day/week;
* Supervise the work of other support staff/trainees where appropriate;
* Be responsible for the preparation, maintenance and monitoring of stocks of materials and resources;
* Invigilate examinations and tests;
* Accompany teaching staff and take responsibility for pupils on visits, trips and out of school activities as required;
* Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes;
* Prepare and present displays;
* Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas;
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
* Provide basic first aid, if appropriate, ensuring referral to health service in emergency situations;
* Support pupils to develop their skills of independence, resilience and confidence;
* Contribute to and assist in planning, organising and implementing individual development plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews;
* Work with pupils not working to the normal timetable.

Support for the School

* Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
* Show a duty of care and take appropriate action to comply with health and safety requirements at all times;
* Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
* Contribute to the overall ethos, work and aims of the school;
* Maintain good relationships with colleagues and work together as a team.
* Appreciate and support the role of other professionals;
* Attend relevant meetings as required;
* Participate in training and other learning activities and performance development as required;
* Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.